

**Proposal No:** DOJ-USA11-6-0001

**Location of Work:** Phillip Burton Federal Building, 450 Golden Gate Avenue, 10<sup>th</sup> & 11<sup>th</sup> Floors, San Francisco, California 94102; 1301 Clay Street, Suite 340S, Oakland, CA 94612; 150 Almaden Boulevard, Suite 900, San Jose, CA 95113.

### **STATEMENT OF WORK**

- (1) **PURPOSE:** The United States Attorney's Office, Northern District of California (USAO-NDCA) requires library filing and maintenance services for supplementary library materials at the District office 10<sup>th</sup> & 11<sup>th</sup> Floors and two branch offices, located in Oakland & San Jose.
- (2) **INTRODUCTION:** The United States Attorneys serve as the nation's principal litigators under the direction of the Attorney General. United States Attorneys conduct most of the trial work in which the United States is a party. The library is a valuable resource to the Attorneys in preparation for litigation.
- (3) **SCOPE OF WORK:** The USAO-NDCA requires a Contractor to provide the following on-site services:
  - A. Opening and checking in library mail, using INMAGIC software.
  - B. Date stamping and property stamping materials
  - C. Book Processing which includes typing book cards, affixing book pockets and labels.
  - D. Routing materials per check-in instructions.
  - E. Claiming missing pages, reports or supplements from appropriate publishers.
  - F. Filing or replacing of pages or pockets parts according to publishers' instructions.
  - G. Reshelving books, periodicals, and newspapers.
  - H. Maintain physical appearance of the libraries.

**Maximum hours of service required by location:** 20 hours per week (approximately 1040 hours annually) for San Francisco, 8 hours per week (approximately 96 hours annually) for Oakland, 16 hours per week (approximately 192 hours annually) for San Jose. Services will not be required during federal holidays or weekends.

- (4) **PERIOD OF PERFORMANCE:** October 1, 2005 - September 30, 2006
- (5) **GOVERNMENT FURNISHED INFORMATION/EQUIPMENT:** Access to the on site DOJ IT system.

- (6) **CONTRACTOR SECURITY REQUIREMENTS:** Contractor's personnel must satisfactorily complete a background security check adjudicated by the U.S. Department of Justice. The security investigation will include but not be limited to a fingerprint check, drug testing through urinalysis and a credit check. Contractor's personnel cannot begin work until the U.S. Department of Justice has completed its security investigation and has issued a security clearance.

***DOJ Specific Clause - DOJ Prohibition on use of Non-US Citizens in orders where contractor personnel are accessing or assisting in the development, operation, management or maintenance of DOJ IT Systems***  
(Applicable to all affected orders):

"The Department of Justice does not permit the use of Non-U.S. citizens in the performance of this contract or commitment for any position that involves access to or development of any DOJ IT system. By signing the contract or commitment document, or commencing work thereunder, the contractor agrees to this restriction. [In those instances where other non-IT requirements contained in the contract or commitment can be met by using Non-U.S. citizens, those requirements shall be clearly described]"

- (7) **SUPERVISION:** Contractor is responsible for oversight of personnel provided to accomplish the statement of work.
- (8) **POINTS OF CONTACT:**  
Technical questions related to the statement of work:  
Janice Litten, (415) 436-7037 Librarian  
All other questions:  
Angelia Hill, (415)436-7179 Contracting Officers
- (9) **EVALUATION CRITERIA:** Proposals will be evaluated based on past performance and experience, as well as cost. Proposals can be submitted for one, two or all three locations.

**Deadline for Submission of Proposal:** September 20, 2005

**How to Submit Your Proposal (Proposal Must Include the following):**

- How the Statement of Work is Proposed to be Accomplished and number of employees proposed to complete the tasks
- Complete Attachment A - Request for Quotation
- Experience in Performing this type of Work, with three References
- Cost of Job

**Fax to:** (415) 436-7333, Attention: Angelia Hill or email to [angelia.hill@usdoj.gov](mailto:angelia.hill@usdoj.gov)

## Attachment A- Request for Quotation

FAR 52.252-2      Clauses Incorporated by Reference (FEB 98) - This Request for Quotation incorporates the following clauses by reference with the same force and effect as if they were given in full text. **The contractor shall complete any required information items below in applicable provisions/clauses and submit this attachment with their quotation. Clauses clearly not applicable by virtue of the nature of the requirement (e.g., the option clause(s) in a requirement without option quantities or periods), are considered self-deleting.**

FAR 52.204-3      Tax Identification Number (OCT 98) - If known, please indicate your Tax Identification Number (TIN).

---

FAR 52.204-6      Contractor Identification Number (OCT 03) - If known, please indicate your Contractor Identification Number (DUNS #)

---

FAR 52.217-3      Evaluation Exclusive of Options (APR 84) - When the RFQ indicates option quantities will not be considered as part of the evaluation process.

FAR 52-217-5      Evaluation of Options (JUL 90) - When the RFQ indicates option quantities will be considered as part of the evaluation process.

FAR 52.219-1      Small Business Representation (*MAY 04*) - Complete if the estimated dollar value of the purchase exceeds the micro-purchase threshold (\$2,500) and the contractor will perform the contract inside the United States or its outlying areas. Contracting Officer shall provide NAICS code and size standard below.

The North America Industry Classification System (NAICS) code for this acquisition is 519120 or 561310. The small business size standard is 6 Million Dollars.

*The prospective contractor should provide the information below:*

The offeror represents as part of its quotation that it is \_\_\_\_\_ or is not \_\_\_\_\_ a small business concern;

is \_\_\_\_\_ or is not \_\_\_\_\_ a small disadvantaged business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a woman-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a veteran-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a service-disabled, veteran-owned small business concern;  
is \_\_\_\_\_ or is not \_\_\_\_\_ a HUBZone small business concern.

FAR 52.222-18

Certification Regarding Knowledge of Child Labor for Listed End Products (FEB 01) - This certification must be completed if the contractor is informed that the product or service being offered is included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, as identified by their country of origin.

The following end product(s) being acquired under this Request for Quotation is (are) included in the List of Products Requiring Contractor Certification as to Forced or Indentured Child Labor, identified by their country of origin.

Listed End Product

Listed Countries of Origin

Certification.

The Government will not make award to an offeror unless the offeror, by checking the appropriate block, certifies to either paragraph (c)(1) or paragraph (c)(2) of this provision.

- ☐ The offeror will not supply any end product listed above that was mined, produced, or manufactured in a corresponding country as listed for that end product.
- ☐ The offeror may supply an end product listed above that was mined, produced, or manufactured in the corresponding country as listed for that product provided the offeror has certified that it has made a good faith effort to determine whether forced or indentured child labor was used to mine, produce, or manufacture such end product. On the basis of those efforts, the offeror certifies that it is not aware of any such use of child labor.

52.225-2      *Buy American Act Certificate (June 2003)*

*(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act-Supplies."*

*(b) Foreign End Products:*

<i>Line Item No.</i>	<i>Country of Origin</i>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

*[List as necessary]*

*(c) The Government will evaluate offers in accordance with the policies and procedures of Part 25 of the Federal Acquisition Regulation.*

*(End of provision)*

## Attachment B - All Open Market Purchase Orders

- FAR 52.252-2      Clauses Incorporated by Reference (FEB 98) - This order incorporates the following clauses by reference with the same force and effect as if they were given in full text. **The contractor shall complete any required information items below in applicable provisions/clauses. Clauses clearly not applicable by virtue of the nature of the requirement (e.g., the option clause(s) in a requirement without option quantities or periods), are considered self-deleting.**
- FAR 52.204-2      Security Requirements (AUG 96) - When the order requires access to classified documents.
- FAR 52.204-7      Central Contractor Registration (JAN 04) - in all orders unless an exception applies as listed in FAR 4.1102(a).
- FAR 52.211-11      Liquidated Damages-Supplies, Services, or Research and Development (SEP 00) - When the order specifies that liquidated damages will be charged for late delivery, liquidated damages of \$ \_\_\_\_\_ shall be charged per calendar day of delay.
- FAR 52.213-2      Invoices (APR 84) - Applies to orders that authorize advance payments for subscriptions or other charges for newspapers, magazines, periodicals, or other publications.
- FAR 52.213-3      Notice to Suppliers (APR 84) - Applies to unpriced (Not-To-Exceed (NTE)) purchase orders.
- FAR 52-213-4      Terms and Conditions-Simplified Acquisitions (Other than Commercial Items) (*JAN 05*) - Applies to simplified acquisitions that exceed the micro-purchase threshold that are for other than commercial items.
- FAR 52-217-6      Option for Increased Quantity (MAR 89) - Exercise of the option shall be provided within \_\_\_\_\_ days of expiration of the current period. (If no specified number of days, the Government may exercise the option quantity up to the last day of the current period).
- FAR 52.217-8      Option to Extend Services (NOV 99) - Exercise of the option shall be provided within \_\_\_\_\_ days of expiration of the current period. (If no specified number of days, the Government may exercise the option quantity up to the last day

of the current period).

FAR 52.217-9      Option to Extend the Term of the Contract (MAR 00) - Preliminary written notice of the Governments intention to exercise of the option shall be provided within \_\_\_\_\_ days of expiration of the current period. The Government shall exercise the option period in writing within \_\_\_\_\_ days of the expiration of the current period. (Unless a different number of days is specified above, the days shall be 60 and 30, respectively).

FAR 52.222-19      Child Labor - Cooperation with Authorities and Remedies (*JUN 04*) - Include in all solicitations and contracts/orders for the acquisition of supplies that are expected to exceed the micro-purchase threshold.

FAR 52.222-22      Previous Contracts and Compliance Reports (FEB 99) - Required when the Equal Opportunity clause is required:

*TO BE COMPLETED BY VENDOR* - Contractor has \_\_\_\_\_ has not \_\_\_\_\_ participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; Contractor has \_\_\_\_\_ has not \_\_\_\_\_ filed all required compliance reports.

FAR 52.223-6      Drug-Free Workplace (MAY 01) - Applies to all solicitations and contracts, including modifications to contracts issued under FAR 6.3, **except**, actions under the micro-purchase threshold (unless awarded to an individual); for the acquisition of commercial items; when performed outside the United States and its outlying areas; if determined by a Law Enforcement Agency Head that application would be inappropriate in connection with the law enforcement agency's undercover operations.

FAR 52.232-18      Availability of funds (APR 84) - Applies if order will be chargeable to funds of the new year and the contracting action is to be initiated before funds become available. A clear indication of the application of the Availability of Funds clause to the order should be clearly indicated on the front page of the order.

FAR 52.232-23      Assignment of Claims (JAN 86) - Applies when the order is expected to exceed the micro-purchase threshold, unless the order specifically prohibits assignment of claims.

- FAR 52.232-34 Payment by Electronic Funds Transfer - Other than Central Contractor Registration (MAY 99). (Applies to contracts/orders where the solicitation/contract requires EFT as the method of payment, but does not include the clause at 52.204-7, Central Contractor Registration).
- FAR 52.233-4 Applicable Law for Breach of Contract Claim (OCT 04)*
- FAR 52.242-15 Stop Work Order (AUG 89).
- FAR 52.245-4 Government Furnished Property (Short Form) (JUN 03).
- FAR 52.246-1 Contractor Inspection (APR 84).
- FAR 52.247-29 F.o.b. Origin (JUN 88) - Applies when the delivery term is f.o.b. origin.
- FAR 52.247-34\* F.o.b. Destination (NOV 91) - Applies when the delivery term is f.o.b. destination.
- FAR 52.247-35 F.o.b. Destination within Consignee's Premises (APR 84) - Applies when the delivery term is f.o.b. destination within consignee's premises.

**\*NOTE - Unless otherwise specifically indicated in the RFQ or order, the F.o.b Destination clause (FAR 52.247-34) shall be deemed to be the applicable clause in this order.**

- FAR 52.249-1 Termination for the Convenience of the Government (Fixed-Price) (Short Form) (APR 84).

***DOJ Specific Clause - DOJ Prohibition on use of Non-US Citizens in orders where contractor personnel are accessing or assisting in the development, operation, management or maintenance of DOJ IT Systems*** (Applicable to all affected orders):

“The Department of Justice does not permit the use of Non-U.S. citizens in the performance of this contract or commitment for any position that involves access to or development of any DOJ IT system. By signing the contract or commitment document, or commencing work thereunder, the contractor agrees to this restriction. [In those instances where other non-IT requirements contained in the contract or commitment can be met by using Non-U.S. citizens, those requirements shall be clearly described]”

END OF CLAUSE

***DOJ Specific Provision - DOJ Residency Requirement*** - Applicable to all orders for services where contractor personnel are *assigned to the order* and working in the United States:

All contractor employees assigned to this contract and working within the United States shall meet the DOJ Residency Requirement. The Residency Requirement states that, for three of the five years immediately prior to applying for a position, the individual must have: 1) resided in the United States; 2) worked for the United States overseas in a Federal or military capacity; or 3) be a dependent of a Federal or military employee serving overseas.

This requirement can be waived for short-term (i.e., those employees performing duties for a cumulative total of 14 days or less) if there is a critical need for their specialized or unique skills (for example, interpreters for rare foreign languages). These individuals, however, must be United States citizens or Permanent Resident Aliens. The contractor shall have received waiver approval **prior** to utilization of any employee on this contract/order who does not meet this clause requirement.

Additionally, a contractor employee who is not a U.S. citizen (and otherwise is proposed for approval under the waiver process described above) must be from a country allied with the United States. Since the countries on the Allied Countries List are subject to change, the contractor may review the following website for current information:

<http://www.opm.gov/employ/html/Citizen.htm>

END OF PROVISION

## Attachment D - Purchase Orders (Services)

FAR 52.252-2      Clauses Incorporated by Reference (FEB 98) - This order incorporates the following clauses by reference with the same force and effect as if they were given in full text. **The contractor shall complete any required information items below in applicable provisions/clauses. Clauses clearly not applicable by virtue of the nature of the requirement (e.g., the option clause(s) in a requirement without option quantities or periods), are considered self-deleting.**

FAR 52.222-41      Service Contract Act (MAY 89) - Applies to orders over \$2,500 to which the Service Contract Act applies.

FAR 52.222-42      Statement of Equivalent Rates (MAY 89) - Applies if the order is expected to be over \$2,500 and the Service Contract Act is applicable.

FAR 52.222-43      Fair Labor Standards Act and Service Contract Act-Price Adjustment (Multiple Year and Option Contracts) (MAY 89) - Applies to orders containing the Service Contract Act and is a multiple year contract or is a contract with options to renew.

FAR 52.222-48      Exemption from Application of Service Contract Act Provisions for Contracts for Maintenance, Calibration, and/or Repair of Certain Information Technology, Scientific and Medical and/or Office and Business Equipment - Contractor Certification (AUG 96) - Applies to any order calling for maintenance, calibration, and/or repair of information technology, scientific and medical and/or office and business equipment that is exempt from the Service Contract Act.

**Contractor complete - The offeror certifies \_\_\_\_\_ does not certify \_\_\_\_\_**

FAR 52.223-12      Refrigeration Equipment and Air Conditioners (MAY 95) - Applies when the order includes maintenance, repair, or disposal of any equipment or appliance using ozone-depleting substances as a refrigerant, such as air conditioners, including motor vehicles, refrigerators, chillers, or freezers.

FAR 52.224-1      Privacy Act Notification (APR 84) - Required when the design, development, or operation of a system of records on individuals is required to accomplish an agency function.

FAR 52.224-2 Privacy Act (APR 84) - Required when FAR 52.224-1 is used.

FAR 52.227-14 Rights in Data-General (JUN 87) - Applies to orders if it is contemplated that data will be produced, furnished, or acquired under the order.

FAR 52.237-1 Site Visit (APR 84) - Applies when services are to be performed on Government installations, unless the Request for Quotations is for construction.

FAR 52.237-2 Protection of Government Buildings (APR 84) - Applies when services are to be performed on Government installations, unless a construction contract is contemplated.

FAR 52.239-1 \_\_\_\_\_ Privacy or Security Safeguards (AUG 96) - Applies to orders for information technology which require security of information technology, and/or are for the design, development, or operation of a system of records using commercial information technology services or support services.

FAR 52.243-1 \_\_\_\_\_ Changes-Fixed Price (AUG 87), Alternate I (APR 84).